

E-RATE IMPLEMENTATION DESCRIPTION: FAX BACK PAGE 3

E-rate Implementation: On this worksheet please describe your overall strategy for implementing your E-rate requests this year, noting especially any differences if not all of your facilities are at the same technology implementation level. Please give us an overall picture of what you are trying to accomplish so that we can better understand how the requested services will work in conjunction with the resources that you have identified throughout this document.

This image shows a single sheet of white paper with horizontal ruling lines. The lines are evenly spaced and run across the width of the page. There are no margins, text, or other markings on the paper.

E-RATE IMPLEMENTATION DESCRIPTION: FAX BACK PAGE 4

Selective Review Information Request Completion Certification

If the applicant's authorized representative completed the information in this document, please attach a copy of the letter of agency or other agreement between the applicant and consultant authorizing them to act on the school or library's behalf. For the purposes of this form, in the Employer's Name field, a consultant should enter the name of his or her consulting firm.

SECTION 1: AUTHORIZED SIGNER INFORMATION			
Name		Title	
Email Address		Telephone Office	Fax
Employer's Name			
Employer's Street Address		State	Zip Code
SECTION 2: APPLICANT INFORMATION			
Billed Entity Name Colegio Nuestra Senora de la Caridad		Billed Entity Number 200409	
Funding Year 2004 Forms 471 Application Numbers 411038, 411091			
SECTION 3: CERTIFICATION STATEMENTS			
<ul style="list-style-type: none">I certify that I prepared the responses in this document on behalf of the above named entity.I certify that despite any budget deficits, fund-raising effort shortfalls, or other uncertainties that the funding source(s) identified for my applicant share of E-rate will not be affected.			
Authorized Signer's Signature		Date	
Authorized School or Library Official's Signature		Date	

Selective Review Information Request Checklist:

Remember to include all of the following in your response:

- ✓ Copies of signed and dated contracts relating to the Form(s) 471 for all contracted services, except those contracts that are state master contracts.
- ✓ Copies of all requests for proposals, etc., where a vehicle other than the Form 470 was used for procurement.
- ✓ Copies of all bids that were received for all funding requests.
- ✓ Complete documentation regarding the process used for selecting your service provider(s).
- ✓ Copies of any consulting agreements.
- ✓ Correspondence between the consultant/service provider and the school/library regarding the competitive bidding process and the application process.
- ✓ Copy of your technology plan that supports your funding request for Funding Year 2004.
- ✓ Fax Back Pages 1-4.
- ✓ Approved operating budget which includes both revenues and expenses or alternative budget documentation.
- ✓ Letter of agency or agreement if responder is authorized representative of the eligible entity, if required.

**SUPERINTENDENCIA DE ESCUELAS
CATOLICAS
PROGRAMA E-RATE
FAX (787) 272-0771**

FACSIMILE TRANSMITTAL SHEET

TO:	Jennifer Hung	FROM:	Marieglorie Zapata
COMPANY:	PLA Selective Review	DATE:	10/15/2004
FAX NUMBER:	1-973-599-6515	TOTAL NO. OF PAGES INCLUDING COVER:	11
PHONE NUMBER:		SENDER'S REFERENCE NUMBER:	
RE:	COLEGIO NUESTRA SEÑORA DE LA CARIDAD	YOUR REFERENCE NUMBER:	

☒ URGENT ☐ FOR REVIEW ☐ PLEASE COMMENT ☐ PLEASE REPLY ☐ PLEASE RECYCLE

NOTES/COMMENTS:

Enclosed are requested documents.

Marieglorie Zapata
E-Rate Administrative Assistant
e-mail: mzapata@escuelascaticas-sj.org



October 8, 2004

TO: **Jennifer Hung**
PIA Selective Review
Universal Service Administrative Company
School & Libraries Division
FAX 973-599-6515

Response to E-Rate Selective Review Information Request Form 471 Applications#
411038, 411091 year 7 (2004-2005)

Information Regarding the Competitive Bidding Process and Vendor Selection:

1. The E-Rate funding procurement process for the **Colegio Nuestra Señora de la Caridad**
Was conducted by the Consorcio de Colegios Católicos Arquidiócesis de San Juan on behalf of the participating schools, as established in the Consortium's participation agreement. Also, the CCCASJ signed an E-Rate Services Agreement. The school submitted a signed the F-471 as a supplement of the agreement. Copy of the agreement is included in Annex 1.
2. The school as a participant entity of the CCCASJ was part of the procurement process. After publishing the F471, the vendors that contacted either CCCASJ or the school were invited to evaluate the Technology Plan implementation to gather the information they understood was necessary to confirm their proposals. Copy of the Technology Plan is included in Annex 2 (Will be sent by FedEx)
3. The bids were received by the CCCASJ by Madeline Melgen, Ed.D
4. The service provider selection was recommended by consortium's participants. The CCCASJ received the service provider proposals, conducted the evaluation process and recommended a Service Provider to the participants.
5. Copy of the school representation agreement by the CCCASJ is included in Annex 3
6. Included is the agenda of the meeting for vendor selection notification for Internal Connections and Dedicated Services of year 7 (2004-2005) for the E-Rate Program. At this meeting the CCCASJ explained the evaluation and selection process to the participants. The written communication between the CCCASJ and the entities that are members of the Consortium is included in Annex 4.



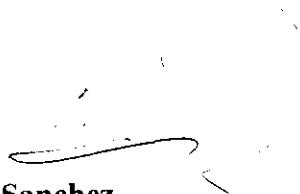
Jennifer Hung

Page --2-

Information Regarding Item 25 Certification.

1. Item 25 Worksheet Summary included as Annex 5
2. School budget 2004-2005 is included Annex 6

Cordially


M. Ma. Luisa Sanchez
Director

Annex 1

Service Agreement

Will be send by Fedex
to your attention.

Annex 2

Technology Plan

Was sent by Fedex to
your attention.

C.C.C.A.S.J.



Consorcio Colegios Católicos Arquidiócesis de San Juan

Edificio 2021 Carr. 177 Guaynabo, Puerto Rico 00969-5140
Teléfono (787) 731-6100 Fax (787) 731-0000

Acuerdo de Representación

Este es un acuerdo de representación donde **Colegio Nuestra Señora de la Caridad** solicita al Consorcio de Colegios Católicos de la Arquidiócesis de San Juan (Consorcio) representación y apoyo en los procesos relacionados a la solicitud y utilización de fondos del programa E-Rate que administra el School & Libraries Division (SLD), para el Año 7 (07/01/04 a 06/30/05). Este acuerdo define los términos bajo los cuales el Consorcio ofrecerá dicha representación y asesoramiento. Bajo este acuerdo **Colegio Nuestra Señora de la Caridad** y el Consorcio se comprometen a cumplir con las responsabilidades que a cada uno le corresponden según lo establece el SLD y cualquier otro compromiso o responsabilidad que ambos acuerden deben establecer.

Consorcio:

- ✓ Asesorará a **Colegio Nuestra Señora de la Caridad** en el desarrollo de su Plan de Tecnología que cumpla con los requisitos de SLD (Schools & Libraries Division).
- ✓ El Consorcio en representación de **Colegio Nuestra Señora de la Caridad** publicará la Forma 470 y atenderá los procesos de establecer los requisitos de licitación, recibir y evaluar propuestas de los suplidores.
- ✓ El Consorcio dirigirá los esfuerzos para proveer información al SLD relacionada con los procesos de solicitud y utilización de los fondos E-Rate.
- ✓ El Consorcio se compromete a cumplir con las funciones que le asigna SLD a los consorcios representantes de entidades solicitantes. (Apéndice II)

Colegio/Academia

- ✓ Proporcionará al Consorcio de información necesaria para cumplimentar la solicitud de propuestas, Forma 470.
- ✓ Se compromete a proveer al Consorcio a los suplidores la información que estos solicitan para el proceso de completar sus propuestas.
- ✓ Se compromete a participar en el proceso de someter la Forma 471 y documentos relacionados, respondiendo a las solicitudes de información y firma de acuerdos en las fichas estipuladas.
- ✓ Se compromete a cumplir con los requisitos que establece SLD a las entidades solicitantes (Tabla de cotejo - Apéndice I)

Otros términos y condiciones pueden ser añadidos a este acuerdo, previa aprobación de ambas partes.

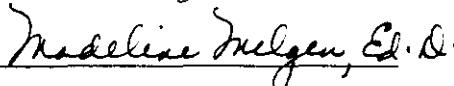
Nombre: **M. Rosa María Merino**

Firma: 

Posición: **Director**

Fecha: 5 de noviembre de 2003

Nombre: **Madeline Melgen, Ed.D.**

Firma: 

Posición: **Directora del Consorcio**

Fecha: 5 de noviembre de 2003

“Sirviendo a los Colegios Católicos de San Juan”

Annex 4

Bidding Process

Will be send by Fedex
to your attention.

School Name: Colegio Nuestra Señora de la Caridad

ITEM 25 WORKSHEET SUMMARY: FAX BACK PAGE 1

Item 25 Worksheet Summary		Funding Year 6	Funding Year 7
Please add Subtotals of Sections I through VI		(2003-2004)	(2004-2005)
Section I: Connectivity			
I-A. Commitment Amount Requested			
Telecom	1		\$1,620.00
Internet Access	2		\$11,193.60
Internal Connections	3		\$6,828.00
Total of Funding Requests (I-A)	4		\$19,641.60
I-B. Form 471 Applicant's Share			
Telecom	5		\$1,080.00
Internet Access	6		\$7,462.40
Internal Connections	7		\$4,552.00
Total of Applicant Share (I-B)	8		\$13,094.40
I-C. Amounts not covered by USF Program			
Telecom	9		\$0.00
Internet Access	10		\$0.00
Internal Connections	11		\$0.00
Total of Amounts Not Covered (I-C)	12		\$0.00
Total Connectivity (I-A + I-B + I-C)			\$32,736.00
Section II: Hardware			
II-A. Number of Computers Connected	13a. #	22	13b. # 22
II-B. Number of Servers Connected	14a. #	1	14b. # 1
II-C. Number of Data/Voice Drops Installed	15a. #	17	15b. # 67
II-D. Applicant Expenditure	16a. \$	\$0.00	16b. \$ \$1,560.00
II-E. Contribution / In-Kind Donations	17a. \$	\$17,118.21	17b. \$ \$24,769.15
Total Hardware (II-D + II-E)	18a. \$	\$17,118.21	18b. \$ \$26,329.15
Section III: Professional Development			
III-A. Staff Training Hours (Total 100%):			
0-5 Hrs. ____ % 5-15 Hrs. <u>35%</u> 15-25 Hrs. <u>65%</u> 25-50 Hrs. ____ % 50 + Hrs. ____ %			
III-B. Applicant Expenditure	20a. \$	\$1,000.00	20b. \$ \$1,000.00
III-C. Contribution / In Kind Donations	21a. \$	\$1,500.00	21b. \$ \$1,500.00
Total Professional Development (III-B + III-C)	22a. \$	\$2,500.00	22b. \$ \$2,500.00
Section IV: Software			
IV-A. Applicant Expenditure	23a. \$	\$0.00	23b. \$ \$0.00
IV-B Contribution / In Kind Donations	24a. \$	\$765.00	24b. \$ \$240.00
Total Software (IV-A + IV-B)	25a. \$	\$765.00	25b. \$ \$240.00
Section V: Retrofitting			
V-A. Applicant Expenditure	26a. \$	\$5,310.00	26b. \$ \$7,500.00
V-B Contribution / In Kind Donations	27a. \$	\$0.00	27b. \$ \$0.00
Total Retrofitting (V-A + V-B)	28a. \$	\$5,310.00	28b. \$ \$7,500.00
Section VI: Maintenance			
VI-A. Applicant Expenditure	29a. \$	\$3,434.40	29b. \$ \$4,000.00
VI-B Contribution / In Kind Donations	30a. \$	\$0.00	30b. \$ \$0.00
Total Maintenance (VI-A + VI-B)	31a. \$	\$3,434.40	31b. \$ \$4,000.00
Total of E-Rate Initiative (Total of Section I to VI)	32a. \$	\$29,127.61	32b. \$ \$73,305.15
Technology Implementation Level (Enter Number of schools/libraries at each level from worksheet)			
Level 1 current:	Level 2 current :	Level 3 current: X	Level 4 current:
Level 1 by 6/30/05:	Level 2 by 6/30/05:	Level 3 by 6/30/05: X	Level 4 by 6/30/05:

RESORUCE PLAN: FAX BACK PAGE 2

Resource plans and investments: On this worksheet you are asked to estimate any relevant investments in the resources you need to make effective use of requested E-rate services than happened prior to Funding Year 2003 covered on the Item 25 Worksheet Summary: Fax Back page 1 as well as any other resources that are available to you but which are not represented on information about both your plans and strategies for securing the necessary resources to make effective use of the request services and previous years investments in technology. You may use the space below to cross reference sections of your approved technology plan, your budget, or other relevant documetation. If you have made a significant investment in technology plan your budget, or other relevant documentation. If you have made a significant investment in technology prior to Fudging Year 2003, please summarize their resources that are already in place. If you ace applied for matching funds or grants from other sources that have not been approved yet, please note it. Include all information about resources that you have available to make effective use of E-rate funding.

Las inversiones en infraestructura para el 2003 fue la adaptación de un salón de clase el costo aproximado fue de \$80 dls, también arreglamos la fachada del Colegio pintádola en lo cual gastamos aprox. \$260 dls, arreglamos el aire acondicionado del Salón de Computadora \$120 dls, compramos una estufa nueva para agillzar el trabajo del comedor escolar, se hicieron arreglos para los baños de los niños invertimos \$115 dls, se arreglaron varios pupitres \$ 70 dls, compramos 2 fuentes de agua para el 2do. Piso cuyo costo aprox. Fue de \$2,500 dls, incluyendo la instalación,también pintamos la reja de la entrada \$ 85 dls, se pinto la parte interior del garage \$ 100 dls, se pintó la cancha para dellmitar espacios para los torneos\$ 50 dls. Para el 2005 esperamos ampliar el salon de computadora, incorporar mas drops para extender el servicio de internet, manejar una conexión en serie de la tecnología del salón, pintar los salonees, y adquirir un aire acondicionado para el auditorio.

E-RATE IMPLEMENTATION DESCRIPTION: FAX BACK PAGE 3

E-Rate Implementation: On this worksheet please describe your overall strategy for implementing your E-Rate request this year, noting especially any differences if not all of your facilities are at the same technology implementation level. Please give us an overall picture of what you are trying to accomplish so that we can better understand how the requested services will work in conjunction with the resources that you have identified throughout this document.

Para integrar E- Rate hemos diseñado un programa de visitas 3 veces por semana de cada grupo al salón de Computadora, para reforzar el tema de la clase que el Maestro necesite, y acuerde previamente con el encargado de tecnología, para la búsqueda de las direcciones de internet a las que remite el libro, los estudiantes practican y asimilan mejor lo que se aprendió en clase. Con 6to y 7mo se realizan trabajos de investigación en ciencias utilizando los buscadores de google, yahoo, msn, etc., además de estar disponible el uso de internet, durante la hora de almuerzo, para que lo accese cualquier estudiante .

Los Maestros reciben adiestramientos para el uso y manejo del internet. Tenemos dos salones de clases a los que se ha incorporado la tecnología, 6to y 7mo a las que proyectamos incorporar el internet para que realicen sus actividades en el aula.



Colegio Nuestra Señora de la Caridad

Acreditado por la Middle States Association
Consejo General de Educación

PRELIMINAR BUDGET FOR SCHOOL YEAR 2004-2005

INCOMES:

Matriculation	\$ 24,895.00	
Tuition	\$ 298,550.00	* E-rate income
Building fund	\$	+13,094.40
Late charge income	\$	
Day care income	\$ 9,000.00	
Uniforms sales	\$	
Cafeteria	\$	
Graduation quota	\$	
Other Incomes	\$ 39,725.00	
Interests	\$	
Rental of facilities	\$	
Insurances	\$	
Register	\$	
Income from activities	\$	
Donations	\$	
Scholarships	\$	
Other	\$ 14,000.00	
TOTAL INCOME		\$ 386,170.00

EXPENSES

Payroll Including Benefits	\$ 185,400.00	
Educational Materials, Activities and others	\$ 115,000.00	* E-rate expenses +13,094.40
Operation and maintenance	\$ 18,000.00	
Mortgages	\$	
Others	\$ 56,200.00	
TOTAL EXPENSES		\$ 374,600.00

GAIN/LOSS **\$ 11,570.00**

Presented by: José L. Pizgi

TRANSMISSION VERIFICATION REPORT

TIME : 10/13/2004 12:10
NAME :
FAX :
TEL :

DATE, TIME
FAX NO./NAME
DURATION
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10/13 12:08
19735996515
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11
OK
STANDARD
ECM

**SUPERINTENDENCIA DE ESCUELAS
CATOLICAS**

PROGRAMA E-RATE

FAX (787) 272-0771

FACSIMILE TRANSMITTAL SHEET

TO:	FROM:
Jennifer Hung	Marieglorie Zapata
COMPANY:	DATE:
PIA Selective Review	10/15/2004
FAX NUMBER:	TOTAL NO. OF PAGES INCLUDING COVER:
1-973-599-6515	11
PHONE NUMBER:	SENDER'S REFERENCE NUMBER:
RE:	YOUR REFERENCE NUMBER:
COLEGIO NUESTRA SEÑORA DE LA CARIDAD	

☒ URGENT ☐ FOR REVIEW ☐ PLEASE COMMENT ☐ PLEASE REPLY ☐ PLEASE RECYCLE

NOTES/COMMENTS:

Enclosed are requested documents.

Marieglorie Zapata
E-Rate Administrative Assistant

1. 11/15/04 @ 11:00 AM - 11:00 AM



Universal Service Administrative Company
Schools & Libraries Division

Date: 11/03/2004

Dear Madeline Melgen,
Applicant Name (All Puerto Rico Applications you have)
Contact Number: 1-787-731-6100
Application Number(s): Multiple

The Program Integrity Assurance (PIA) team is in the process of reviewing all Form 471 Applications for schools and libraries discounts to ensure that they are in compliance with the rules of the federal universal service program. We are currently in the process of reviewing your Funding Year 2004 Form 471 Application. To complete our review, we need some additional information. The information needed to complete the review is listed below.

Madeline, we are trying to find out how you get your discount information for NSLP. I'm sure you have something different, however, we will need to have documentation for all the Schools, Public, Private, Academies, Catholic, etc., with the **Total Student Enrollment** and those eligible for **Free (Gratis) & Reduced (Reducido) lunches**.

I tried to call the E-Rate coordinator for Puerto Rico, but no one spoke English.

If there is anything you can do, it will certainly speed up processing the applications. I don't know if you are the only one working on the applications for Puerto Rico, if there are others we will need a complete list of the schools with the information above.

Thanks so much for your prompt attention in this matter.

If you have already submitted the Item 21 Attachments, please fax an **EXACT COPY** of the Item 21 Attachments that were previously submitted. If you do not wish to resubmit the Item 21 Attachment, you are not required to do so. We will process your application once the Item 21 Attachments have been scanned into our system.

Please fax or e-mail the requested information to my attention. If you have any questions, please feel free to contact me.

It is important that we receive all of the information requested so we can complete our review. **Failure to do so may result in a reduction or denial of funding.**

Please send the requested information within seven calendar days. If you need additional time to prepare your response, please let me know as soon as possible.

Thank you for cooperation and continued support of the Universal Service Program.

Sincerely,

Nancy A. Rocco
Schools And Libraries Division
Program Integrity Assurance
Phone: 973-884-8250
FAX: 973-599-6522
nrocco@sl.universalservice.org



Colegio Nuestra Señora de la Caridad

Acreditado por la Middle States Association
Consejo General de Educación

December 6, 2004

Schools and Libraries Division
Program Integrity Assurance
Fax (973) 5996522

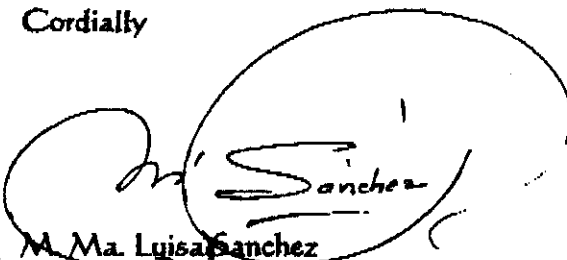
Colegio Nuestra Señora de la Caridad wants to validate the following information:

- | | |
|----------------------------------------------------------|-----|
| 1. Total number of students enrolled | 76 |
| 2. Number of surveys/applications sent out | 76 |
| 3. Number of surveys/applications returned | 76 |
| 4. Total number of students qualified for NSLP | 35 |
| 5. Are the surveys/applications and results kept on file | YES |

"I certify that only those students who meet the Income Eligibility Guidelines of the National School Lunch Program have been included in Column 5 Item 10b of Block 2 (worksheet A) of the Form 471"

Enclosed is a copy of the survey applied

Cordially


M. Ma. Luisa Sanchez
Director

mza

Colegio Ntra. Sra.
de la Caridad

Comp.3

Departamento de Educación
Area de Planificación y Desarrollo Educativo
División de Planificación

ESTUDIO SOCIOECONOMICO

PARA AÑO ESCOLAR 2003 - 2004

1. Región Educativa _____ 2. Distrito Escolar _____
3. Escuela Nuestra Señora de la Caridad 4. Grado Pre Kinder
5. Nombre del Estudiante Miguel David González
6. Nombre del Padre o encargado Miguel David González
- Ocupación Vendedor
- Ingreso Anual 20,000
7. Nombre de la Madre Maria RIVERA DÍAZ
- Ocupación Vendedora
- Ingreso Anual 13,000
8. Total Ingreso Anual Familiar 33,000
9. Total Miembros de la Familia 4

Certifico Correcto:

Miguel David González
Firma del padre o encargado

Fecha: _____

(Firma Maestro)



Universal Service Administrative Company
Schools & Libraries Division

CASE SR-2004-BEN-200409

Date: February 9, 2005

To: Madeline Melgen
E-Mail: mmelgen@escuelascaticas-sj.org
Entity: 200409 Colegio Nuestra Senora de la Caridad
Fax #: 787-731-0000
Phone: 787-731-6100
Sender: Carlos Alvarez
Phone: 973-560-4410
Fax: 973-599-6515
Subject: Funding year 2004 Selective Review Follow-Up Questions

*** *** ***

Please fax or e-mail the requested information to my attention. If you have any questions please feel free to contact me.

It is important that we receive all of the information requested so PIA can complete its review. **If you are unable to provide the requested information because your school has closed or will shortly close for summer break, please let me know when you will be available to respond to these questions. Failure to do so may result in a reduction or denial of funding.**

If we do not receive the information within seven calendar days, your application will be reviewed using the information currently on file. If you need additional time to prepare your response, please let me know as soon as possible.

1. Please provide the following information on the Budget:

- The budget submitted by the Colegio Nuestra Senora de la Caridad is a preliminary budget. Please confirm that you have an approved 2004-2005 budget and submit a copy of it.
- **If an approved budget is still not available** or in the early stages of an approval process, **we will need** a letter signed by a school or library official (superintendent, board president, chief business administrator). The letter should explain what phase of the approval process you are in, whether your share of funding is contingent on any outside action (e.g. voter approval, board approval, state legislation, etc.) and whether in the absence of such outside approval, you anticipate being able to meet your share. Also make sure that the letter identifies the specific amount that you will have available to pay your share. For example, if you have \$100,000 that you will be putting in your budget, make sure that that is noted in the letter. Please do not hesitate to call me, should you have any questions. Thank you for your cooperation and remember that any information requested must be **faxed or e-mailed within 7 calendar days from today.** If you need additional time to prepare your response,

please let me know as soon as possible. If you are going to send e-mail to me, please make sure that at the end of your e-mail you have your Full Name and Official Title.

2. Fax Back Page 4 – Certification Page

- You did not return the Item 25 Worksheet Summary, Fax Back Page 4 (Certification page).

➤ **NOTE: IT IS ESSENTIAL THAT THIS PAGE BE COMPLETED AND RETURNED. FOR YOUR CONVENIENCE, I AM ATTACHING THE PAGE AT THE END OF THIS LETTER**

3. Maintenance:

- Please document your plans for maintaining your equipment both old and new as well as ineligible hardware.
- Is the equipment under warranty?
- Do you have a maintenance contract?
- Do you have a maintenance staff that maintains the equipment?
- If so please include their salaries on the Item 25 worksheet if you have not already done so.

Please do not hesitate to call me, should you have any questions. Thank you for your cooperation and remember that any information requested must be faxed or e-mailed within 7 calendar days from today. If you need additional time to prepare your response, please let me know as soon as possible. If you are going to send e-mail to me, please make sure that at the end of your e-mail you have your Full Name and Official Title.

Thank you.

Carlos Alvarez
Associate Manager - SLD
Phone: 1-973-560-4410
Fax: 1-973-599-6515
Email: calvare@sl.universalservice.org



Universal Service Administrative Company
Schools & Libraries Division

CASE SR-2004-BEN-200409

Date: February 16, 2005

To: Madeline Melgen
E-Mail: mmelgen@escuelascaticas-sj.org
Entity: 200409 Colegio Nuestra Senora de la Caridad
Fax #: 787-731-0000
Phone: 787-731-6100
Sender: Carlos Alvarez
Phone: 973-560-4410
Fax: 973-599-6515
Subject: Funding year 2004 Selective Review Follow-Up Questions

*** **

Please fax or e-mail the requested information to my attention. If you have any questions please feel free to contact me.

It is important that we receive all of the information requested so PIA can complete its review. **If you are unable to provide the requested information because your school has closed or will shortly close for summer break, please let me know when you will be available to respond to these questions. Failure to do so may result in a reduction or denial of funding.**

If we do not receive the information within seven calendar days, your application will be reviewed using the information currently on file. If you need additional time to prepare your response, please let me know as soon as possible.

In your response to our request for information (SRIR), the signer of the Fax Back Page 4 (certification page) is Maria Luisa Sanchez, but the signer of the agreement between the school and the Consorcio is Rosa Maria Merino. Please explain.

Please do not hesitate to call me, should you have any questions. Thank you for your cooperation and remember that any information requested must be faxed or e-mailed within 7 calendar days from today. If you need additional time to prepare your response, please let me know as soon as possible. If you are going to send e-mail to me, please make sure that at the end of your e-mail you have your Full Name and Official Title.

Thank you,

Carlos Alvarez
Associate Manager - SLD
Phone: 1-973-560-4410
Fax: 1-973-599-6515
Email: calvare@sl.universalservice.org

E-RATE IMPLEMENTATION DESCRIPTION: FAX BACK PAGE 4**Selective Review Information Request Completion Certification**

If the applicant's authorized representative completed the information in this document, please attach a copy of the letter of agency or other agreement between the applicant and consultant authorizing them to act on the school or library's behalf. For the purposes of this form, in the Employer's Name field, a consultant should enter the name of his or her consulting firm.

SECTION 1: AUTHORIZED SIGNER INFORMATION			
Name		Title	
Email Address		Telephone Office	Fax
Employer's Name			
Employer's Street Address		State	Zip Code
SECTION 2: APPLICANT INFORMATION			
Billed Entity Name Colegio Nuestra Senora de la Caridad		Billed Entity Number 200409	
Funding Year 2004 Forms 471 Application Numbers 411038, 411091			
SECTION 3: CERTIFICATION STATEMENTS			
<ul style="list-style-type: none"> ▪ I certify that I prepared the responses in this document on behalf of the above named entity. ▪ I certify that despite any budget deficits, fund-raising effort shortfalls, or other uncertainties that the funding source(s) identified for my applicant share of E-rate will not be affected. 			

Authorized Signer's Signature	Date
Authorized School or Library Official's Signature	Date

Selective Review Information Request Checklist:

Remember to include all of the following in your response:

- ✓ Copies of signed and dated contracts relating to the Form(s) 471 for all contracted services, except those contracts that are state master contracts.
- ✓ Copies of all requests for proposals, etc., where a vehicle other than the Form 470 was used for procurement.
- ✓ Copies of all bids that were received for all funding requests.
- ✓ Complete documentation regarding the process used for selecting your service provider(s).
- ✓ Copies of any consulting agreements.
- ✓ Correspondence between the consultant/service provider and the school/library regarding the competitive bidding process and the application process.
- ✓ Copy of your technology plan that supports your funding request for Funding Year 2004.
- ✓ Fax Back Pages 1-4.
- ✓ Approved operating budget which includes both revenues and expenses or alternative budget documentation.
- ✓ Letter of agency or agreement if responder is authorized representative of the eligible entity, if required.



80 South Jefferson Road
Whippany, New Jersey 07981
Fax: 973-599-6515

Universal Service Administrative Company
Schools & Libraries

FAX TRANSMISSION COVER SHEET

To: MADELINE mELGEN
Fax: 17877310000
Subject: RE E RATE SELECTIVE REVIEW CASE # FY 2004-200409
From: PIAIntegrated
Date: February 16, 2005
Time: 3:25:03 PM

YOU SHOULD RECEIVE 6 PAGE(S), INCLUDING THIS COVER SHEET. IF YOU DO NOT RECEIVE ALL THE PAGES, PLEASE CALL THE CONTACT SPECIFIED BELOW.

Attached is a document asking for additional information in support of the Selective Review taking place at your billed entity level. Please note that you have 7 days in which to provide this information. Response Due Date is no later than 2/23/05.

Additional information is needed in the following areas:

- 1) **Fax Back Page 4 – Certification page-** See attached letter for information needed.

It is important that we receive all of the information requested within 7 calendar days of the date of this document so that we may complete our review of your funding request(s). If we do not receive the requested information within seven calendar days, this Selective Review will be processed using the information currently

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on file. If you need additional time to prepare your response, please let me know as soon as possible.

Please call me at 973-560-4410 or email to the address below to confirm receipt of this fax/email.

Please see attached request for documentation requested and confirm receipt. Thank you for your assistance.

Carlos Alvarez

Selective Review

Schools and Libraries Division

Phone: 973 560 4410

FAX: 973 599 6515

Email: calvare@sl.universalservice.org